# How to Update a Fleet after Receiving EINs

Once your vehicles receive their Equipment Identification Numbers (EINs), you may need to add to or edit your information. For example, you may need to change data for a vehicle already reported, or you may need to add a vehicle. After the initial EINs are assigned, you do not need to resubmit any information, nor do you need to request review. When adding a new vehicle, DOORS automatically issues an EIN. Edits to vehicle information take effect immediately.

For vehicles being reported for early retirement credit, complete the relevant steps in this guide and then follow our guide to reporting sold vehicles here:
http://www.arb.ca.gov/msprog/ordiesel/documents/doors/retiredorsold.pdf

First Steps
- To make any changes or to add information, you must first log in to DOORS.

- After logging in, you must select your fleet, and then choose the option to add or edit the fleet information in the bottom dropdown, and then click on "Take Action "as shown:
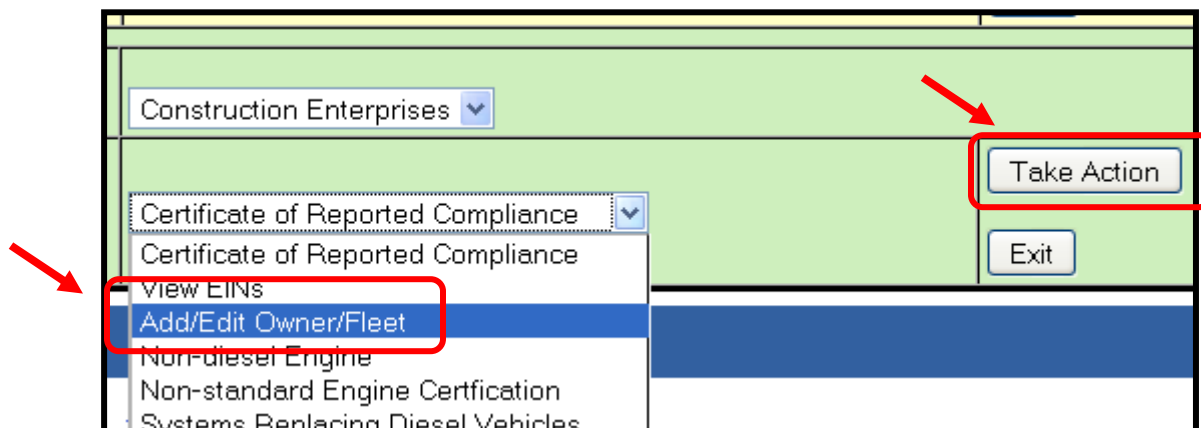
A) Adding Vehicles

- You will start on the page to edit owner information. To add a vehicle, select the button, as shown below:
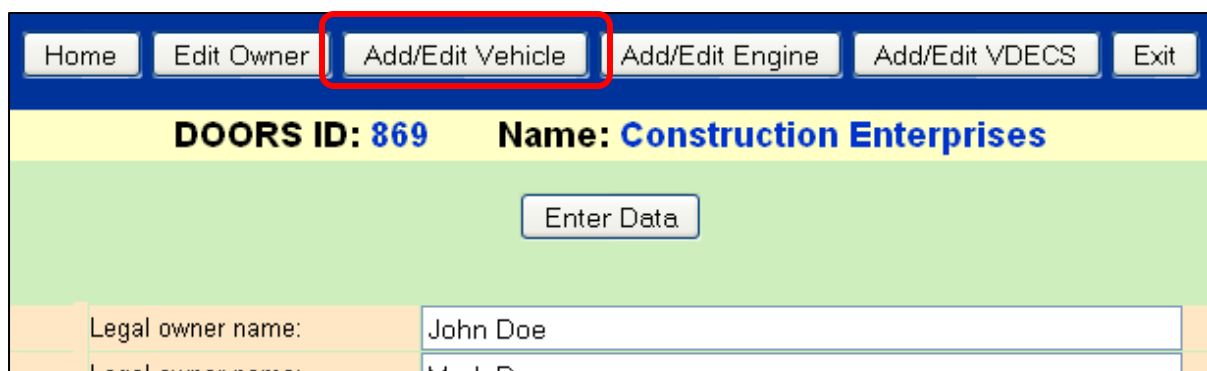
- To add a vehicle that already has an EIN, simply enter the EIN. If the previous owner has reported the sale, the vehicle will be added to your inventory when you click on "Buy".

If the previous owner has not reported the sale, when you click "Buy" DOORS will respond with the message "That EIN was not listed as a vehicle that has been sold. If this EIN is correct, then you need to contact the seller and request that they enter in DOORS the vehicle sale."

If you cannot contact the seller, or they are not able to show the vehicle as sold, follow the steps below for reporting a vehicle without an EIN. You will need to remove the old EIN from the vehicle, and replace it with the new one assigned to you.

- To add a vehicle without an EIN, enter in the vehicle information, and select "Enter Data". You will immediately be assigned an EIN, but **you must report the engine information to complete this step**.

You will be asked for the date purchased and date the vehicle was put in service. For vehicles older than 2006, you may put January 1 of the vehicle model year if you do not have the specific date.

- The vehicle will now show up in your fleet, and it will have an EIN. If you did not add it by listing an EIN, but instead inserted the information, you must go to the engine information page and edit in the correct information for the vehicle.

Edit	Delete	Sell/Retire	Line #	EIN	Veh serial num	Your veh num	Type	Veh Manufacturer	V M
Edit	Delete	Sell/Retire	2	HA3T95	GFH328939238ID390	392	Crawler Tractors	AGGREKKO	3!
Edit	Delete	Sell/Retire	1	GY9X45	ABC123456789	Addition 1	Paving Equipment	ADAMS	4!

Note: The vehicle will not always be at the top of the list, it may be at the bottom or the middle of the list depending on how you have your fleet sorted. To find the vehicle you may need to search the webpage if you have a large vehicle list.
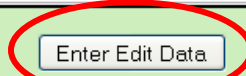
- To finish reporting the vehicle, you must select "**Add/Edit Engine**" on the top navigation bar, find the vehicle, select "**Edit**" and insert the engine information.

| Home | Edit Owner | Add/Edit Vehicle | Add/Edit Engine | Add/Edit VDECS | Exit |

Edit	Delete	Sell	Line #	EIN	Veh serial num	Your veh num	Eng serial num	Eng Manufacturer	Eng Mo
Edit	Delete	Sell	2	HA3T95	GFH328939238ID390	392	378SODWO38293	DAIMLERCHRYSLER CORPORATION	345
Edit	Delete	Sell	1	GY9X45	ABC123456789	Addition 1			

- Select "Enter Edit Data" when done.

Line #	EIN	Veh serial num	Your veh num	Eng serial num	Manufacturer		Mod
2	GY9X45	ABC123456789	Addition 1	DEF12345	AGCO		

Enter Edit Data   Enter Second Engine Data

B) Edit a Vehicle

- To edit a vehicle, you must first log in, and then select the option to enter the online edit screens as shown below:

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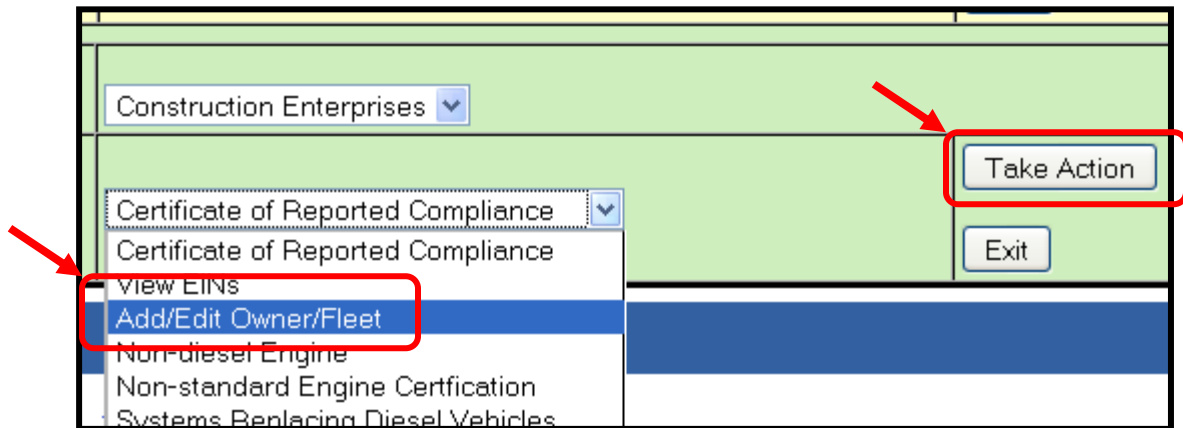
- Next, you will need to choose whether you want to edit a vehicle or specific engine information for a vehicle. Select the option from the top menu.

- Click on "Edit" next to the vehicle or engine as shown below.

- This will bring that particular vehicle to the top where changes can be made. Make the necessary changes, and click on "Enter Data" as shown below.

- The change will take place immediately, and the fleet does not need to request a review.